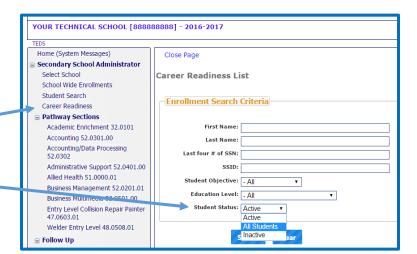
How to Enter Industry Certificate Information

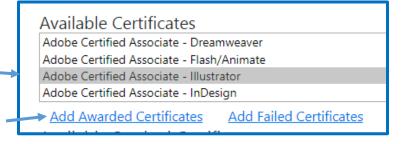
READ EVERYTHING BEFORE YOU DO ANYTHING...

- If the Industry Certificate requires multiple exams, each exam must be entered separately
- Remember, this will only reflect CURRENT YEAR data
- Log into TEDS
- Select your school (if not already showing)
- Click on Career Readiness
- Change Student Status to All Students
- 5. Click Search. You now have a list of all students enrolled in your pathways.





- Click on the **Industry Certificate** link across from the appropriate student name.
- 7. Highlight the name of the appropriate Industry Certificate in the Available Certificates box.
- Click "Add Awarded Certificate" OR "Add Failed Certificate" as appropriate



- A DATE screen will appear
- 10. Enter the DATE the test was taken and click ADD
- 11. Repeat as necessary
- 12. Click **SAVE** when finished

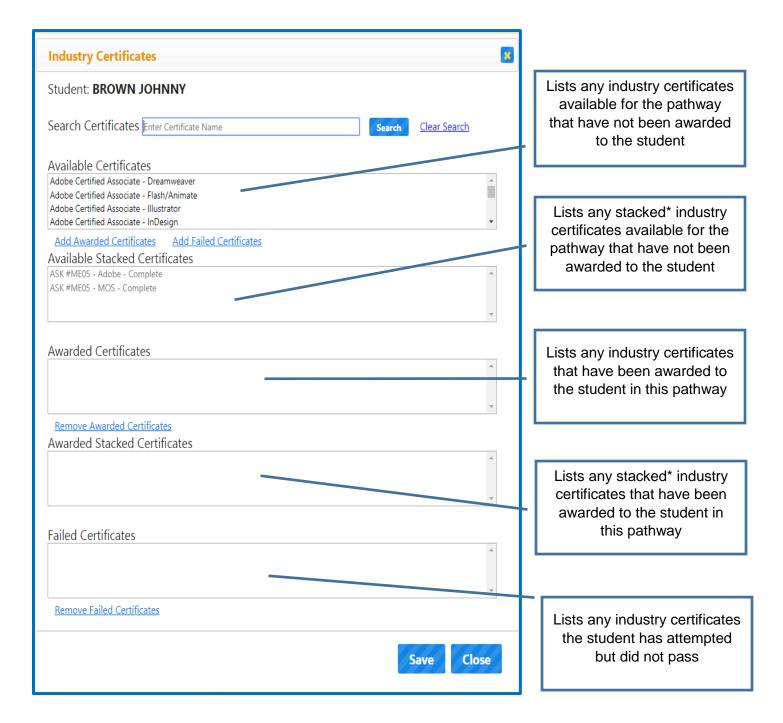


13. Repeat for each student for whom Industry Certificates are to be entered

Close

Save

New Industry Certificates Screen



^{*} A stacked certificate is the final certificate awarded once all required components of an Industry Certificate have been completed